TIPSS-2
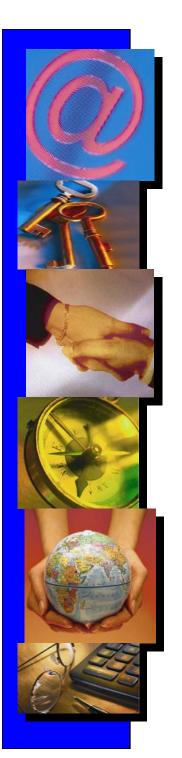Treasury Information Processing Support Services

Lead COTR Role
February 28, 2002

Bonnie Harper

Chief, Contract Administration Section
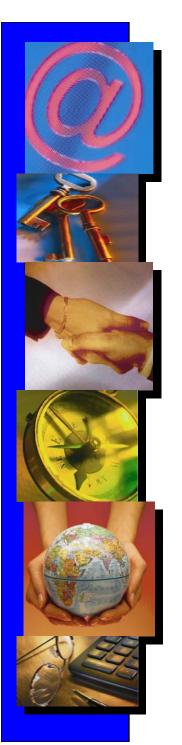
(202) 283-6940

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Lead COTRs

- Part of the Acquisition Team
- Provide Technical and Procedural Support to Customers, Contracting Officers, and Contractors
- Analyze Trends
- Are Proactive in Problem resolution with cost, schedule, and quality of performance
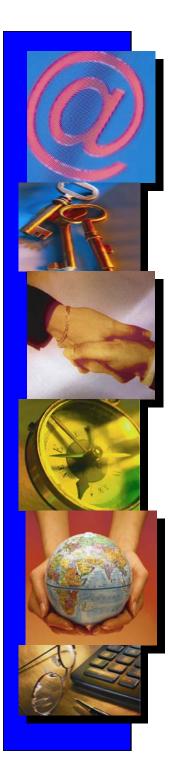
Acquisition Support

- Facilitate communication between CO, COTR (customer), and Contractor
- Plan and facilitate pre-task meeting
- Explain TIPSS 2 process
- Provide guidance on proper review of the proposal
- Assist in documenting issues and points of negotiations to the CO
- Review COTR's technical evaluation to ensure completeness and accuracy
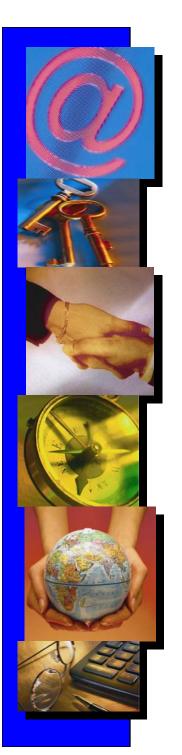
3

Acquisition Support cont'd

- Provide technical guidance to the CO during negotiations
- Explain Work Requests to COTRs
- Assist in development of Work Requests
- Work with customer to determine best method of acquiring additional contractor support
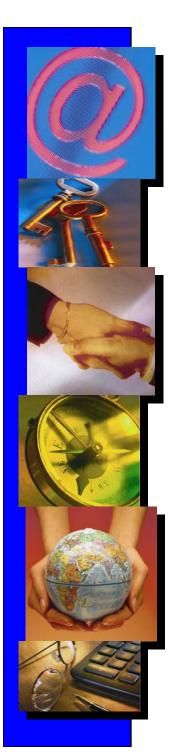
Trend Analysis

- Uses COMANS - Contract Management System to
  - Collect data from award and modification documents
  - Voucher information
  - Other contract and task order information
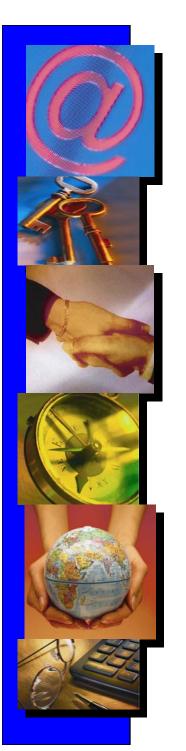 - Uses COMANS reports to monitor Contracts and Task Orders

Past Performance

- Works with the COTR and CO to gather past performance information
- LCOTR office currently responsible for entering data into NIH Contractor Performance System
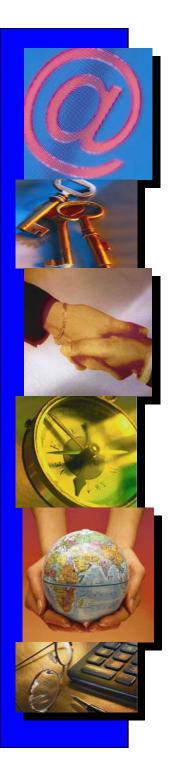
FUNDING

- LCOTR uses RTS to Track Requisitions through initiation, approval, obligation, and acceptance
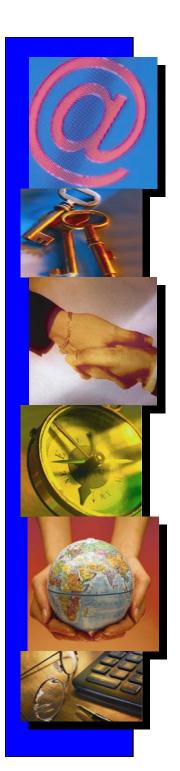- Provide guidance on Delegation Order 28

Contract Oversight

- Meet regularly with CO and Contractor
- Meet regularly with COTR/customer
- Ensure designated COTR information is current and accurate
- Receive and review Contract-Level Deliverables
- Advise and assist COTR in initiating procurement actions as necessary (incremental funding, task order modification, etc)
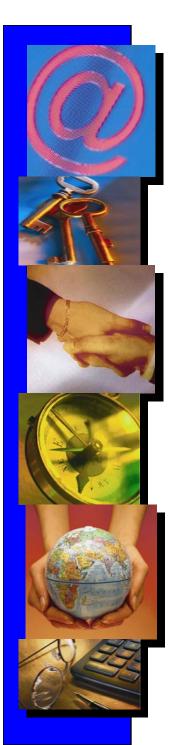
Contract Oversight cont'd

- Assist in modification process; coordinate with COTR and CO to assure a smooth modification process
- Work with the COTR in determining when options are needed and assure that options are called and exercised timely
- Provide access to electronic forms, templates, etc.

Records Management

- Maintain paper and electronic records for contract and each task order within a contract, including:
    - Delivery Order
    - Current SOW
    - Monthly Task Order Status Report
    - Pre-award documents
    - Modifications

Process Improvement

- Provides informal customer training
  - e.g. reviewing status reports and vouchers

- Participates in formal training activities
  - e.g. COTR Forums

- Maintains technical currency
  - e.g. researches web and printed material, attends conferences, assesses impact of changing policy, procedure, standards, and technology on customers and their information technology support services needs, and provides guidance as appropriate